## Annual Occupational Authorization (AOA) Process for State-Approved CTE Programs Post and Certified Certified teacher not found/ advertise the Certified teacher found→ teacher position seeking possible candidate found hired certified teacher Verify High School Diploma No Cannot And Hire AOA may be renewed via MOECS Verify No 4000 hours of work experience if work experience continues to be within Is within the area they will be the 6 years prior to the providing instruction and date of the renewal application. within 6 years from date of application Work experience must remain current and be reviewed annually. Renewals Yes If not paid, AOA will go into rescinded status 30 days Or from the date of the submission of the application. Instructor must be removed from the classroom if Apply for AOA. AOA is has been rescinded and district will face state Application must be Does instructor entered on MOECS prior to aid/or added cost dollars penalty for having an qualify for credit instructor entering uncertified person in the classroom. track? classroom Instructor may re-enter classroom once the fee is paid and AOA is reinstated. Credit Track (AOA) Process for State-Approved CTE Programs Was person on AOA in previous year? May qualify Cannot place on for AOA credit track this And year Credit track may be Verify renewed via MOECS candidate completed Candidate must continue one college credit toward on Credit Track completing IOC between 9/1 & 8/31 their degree in previous school year. If not paid, Credit Track AOA will go into rescinded within 8 years status 30 days from the date of approval by MDE. Instructor must be removed from the classroom if AOA is has been rescinded and district will face Failure to complete credit will result in state aid/or added cost dollars penalty for having permanent removal an uncertified person in the classroom. from credit track Apply for Instructor may re-enter classroom once the fee is Credit Track. Application paid and AOA is reinstated. Verify instructor must be on MOECS prior to No completed one credit toward instructor entering IOC between 9/1 and 8/31 in the classroom. Renewalsprevious school year. Provide official Provide official transcript transcript and bridge letter if and bridge letter if necessary to MDE necessary to MDE.